



**CITY OF MADISON HEIGHTS**  
**CITY HALL - MADISON ROOM, 300 W. 13 MILE RD.**  
**CIVIL SERVICE COMMISSION MEETING AGENDA**  
**MAY 09, 2024 AT 9:30 AM**

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**CALL TO ORDER**

**ROLL CALL**

**ADDITIONS/DELETIONS**

**APPROVAL OF MINUTES**

- [1.](#) Civil Service Commission Minutes of April 3, 2024

**MEETING OPEN TO THE PUBLIC**

**NEW BUSINESS**

- [2.](#) Police Sergeant Eligibility List Certification

**ADJOURNMENT**

NOTICE: Persons with disabilities needing accommodations for effective participation through electronic means in this meeting should contact the City Clerk at (248) 583-0826 or by email: [clerks@madison-heights.org](mailto:clerks@madison-heights.org) at least two working days in advance of the meeting. An attempt will be made to make reasonable accommodations.

Civil Service Commission Meeting  
Madison Heights, Michigan  
April 03, 2024

A Civil Service Commission Meeting was held on Wednesday, April 03, 2024 at 9:30 AM at City Hall - Executive Conference Room, 300 W. 13 Mile Rd.

**PRESENT**

Commissioner Kevin Scheid  
Commissioner Ken Baughman  
Commissioner Anthony Roberts

**ALSO PRESENT**

City Attorney Larry Sherman  
Human Resources Director Amy Mischak  
Deputy Police Chief Jeff Filzek  
Fire Chief Greg Lelito  
Deputy City Manager/City Clerk Cheryl Rottmann

**CSC-24-6. Civil Service Commission Minutes of March 6, 2024.**

Motion to approve the Civil Service Commission Minutes of March 6, 2024, as printed.

Motion made by Commissioner Scheid, Seconded by Commissioner Roberts.

Voting Yea: Commissioner Scheid, Commissioner Baughman, Commissioner Roberts

Motion carried.

**MEETING OPEN TO THE PUBLIC:**

There were no members of the public wishing to speak.

**CSC-24-7. Police Lieutenant Eligibility List Certification.**

Motion to approve the Eligibility List as follows for Police Lieutenant for a period of two years, or until the list is exhausted, whichever comes first:

Holdreith, Scott

Motion made by Commissioner Roberts, Seconded by Commissioner Scheid.

In response to Chair Baughman's question, Human Resources Director Mischak stated that there are no additional tests scheduled until fall as there are no immediate vacancies.

Deputy Chief Filzek noted that this test was done in the traditional method. For the future, staff, management and the union are evaluating the possibility of just using the Assessment Center for testing.

Voting Yea: Commissioner Scheid, Commissioner Baughman, Commissioner Roberts

Motion carried.

Next Meeting

It was discussed and agreed that the next Civil Service Commission meeting will be held on May 9, 2024 at 9:30 a.m.

**CSC-24-8. Adjournment.**

Motion to adjourn the meeting at 9:34 a.m.


Motion made by Commissioner Roberts, Seconded by Commissioner Scheid.

Voting Yea: Commissioner Scheid, Commissioner Baughman, Commissioner Roberts

Motion carried.

DATE: May 3, 2024

TO: Madison Heights Civil Service Commission

FROM: Amy J. Mischak, Human Resources Director 

SUBJECT: Special Meeting Agenda for 9:30 am Thursday, May 9, 2024  
Police Sergeant Eligibility List Certification

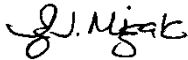
1. Police Sergeant Eligibility List Certification

Attached for the Commission's review are the scores and rankings for the promotional position of Police Sergeant. The scores were calculated by the undersigned and checked by Chief LeMerise. Candidates have been notified that they may contact EMPCO to schedule a review.

I would respectfully request that the Civil Service Commission certify the Eligibility List for Police Sergeant for a period of two years, or until the list is exhausted, whichever comes first.

Thank you for your time and consideration. We look forward to meeting with you on May 9<sup>th</sup>.

Sincerely,



Amy J. Mischak  
Human Resources Director

attachment

c: Brent LeMerise, Police Chief  
David Thayer, Police Officers Union (FOP) President  
Kirk Walker, Police Officers Union (FOP) Vice President  
Recruitment File

CITY OF MADISON HEIGHTS  
PROMOTIONAL RECRUITMENT FOR:

POLICE SERGEANT  
ELIGIBILITY LIST

PRINTED: 05/03/24  
03:16 PM  
approval date: \_\_\_\_\_  
exp \_\_\_\_\_

RANK	LAST NAME	FIRST NAME	ACTUAL ASSESSMENT CTR**	95% WEIGHTED ASSESSMENT	SENIORITY DATE	5% SENIORITY POINTS *	COMPOSITE SCORE
1	WALKER	KIRK	88.5200	84.0940	8/30/2001	5.0000	89.0940
2	KOWALSKI	AARON	86.6100	82.2795	7/18/2018	0.7497	83.0292
3	KARAJ	LURIS	85.3700	81.1015	2/27/2018	1.1666	82.2681
4	KREGER	KYLE	76.1800	72.3710	7/6/2015	3.7497	76.1207
5	BLEVINS HOWARD	ASHLEY	77.4700	73.5965	10/25/2016	2.4998	76.0963

\* One (1) full point for each year of service above five years plus .0833 points for each full month calculated to the date of the Assessment Center May 2, 2024. Maximum 5 points.  
\*\*minimum passing score 70%